

**APPLICATIONS -
MINI GRANTS
AND PROJECT GRANTS**



Lafayette Arts & Science Foundation

**GUIDELINES FOR TEACHER ALLOCATION GRANTS
(Mini-grants and Project Grants)
For Funding in the 2008-2009 School Year**

Applications Due: Thursday, April 10, 2008

Note: Funds available starting July 1, 2008

LAFAYETTE ARTS & SCIENCE FOUNDATION

P.O. Box 923 Lafayette, CA 94549 www.lasf.org (925)299-1644
3450-A Golden Gate Way, Lafayette, CA 94549

Lafayette Arts & Science Foundation TEACHER ALLOCATION GRANT PROGRAM DESCRIPTION AND APPLICATION PROCESS

Goals and Guidelines for the LASF Teacher Allocation Grants

The goal of the LASF **Teacher Allocation Grant (TAG)** program is to provide funds to support teachers in the Lafayette School District and Acalanes High School who want to improve/enrich the educational experience of their students. **TAG** assists both teachers who want to create innovative projects and pilot them at their site or classroom *and* teachers who want to adapt successful curriculum projects created within their district or elsewhere and implement them in their own classroom or lab. Projects and programs funded by LASF will be aligned with the curriculum goals and benchmarks of the Lafayette School District (LSD) and the Acalanes Union High School District (AUHSD).

A. Funding Source

LASF is providing at least \$25,000 from its operating budget to fund the **TAG** program in fiscal year 2008-2009. The program is coordinated by volunteers on the LASF Allocations Committee in consult with site and district administrators.

B. Program Information

Teacher Allocation Grants are available in two categories in order to address the various needs and objectives of the proposed curriculum projects.

1. **TAG** Mini-grants (up to \$1,000)
2. **TAG** Project Grants (greater than \$1,000)

C. Grant Program Objectives and Criteria

LASF seeks to achieve the **TAG** goals by supporting projects that:

- Adapt and implement high-quality instructional materials designed to help students and teachers meet or exceed district curriculum goals.
- Promote stimulating environments in or outside of the classroom through innovative teachings methods and/or curriculum materials.
- Incorporate on-going student assessment as a component of the instruction.

- Impact (or potentially impact) a large segment of students via a pilot or adapted project suitable for a grade-level or school wide audience. (Note: Mini-Grants may impact a single classroom or school population segment.)
- Include a plan to evaluate the success of the project and to share details of the project with LASF, other teachers and the school district.

The LASF TAG Program will not fund projects that:

- Request only equipment and materials without a curriculum connection to the district goals.
- Request materials without documentation of the quality and/or successful implementation of the materials at another site.

- **Eligibility, Deadlines and Review**

1. **Eligibility.** Only classroom teachers within LSD or AHS are eligible. **LASF requires teachers to consult with site administrators and/or district curriculum staff *before* developing TA project grants. All completed grant applications must be signed by school administrator. Technology grants for LSD must be reviewed with Technology Coordinator before submission.** Include all documentation, i.e. letters of support from previously successful LASF grantees or other grantees within the two districts, copies of articles describing successful use of the materials, web pages, information from manufacturers or other supportive records.

2. **Deadlines.**

Mini-grants and Project Grants due 5pm on Tuesday, April 10, 2008 in the LASF office.

LASF Allocation Review: May 2008

Notification of Grant: May 2008

Submit 12 copies, collated, hole punched and stapled along with your original copy. All grants must have site administrator's signature.

3. **Review.**

On Site Review of Mini-grants (up to \$1000): A member of the LASF Allocation committee or an LASF site representative will conduct an on-site meeting with the applicant(s) and report project details to the allocation committee.

Project Grants (over \$1000): The applicant(s) should plan to give a short presentation and discuss the merits of the project with the LASF Allocation Committee in an informal evening meeting.

APPLICATIONS ATTACHED

1. **Teacher Allocation Grant Application – For Mini-Grants less than \$1,000**
2. **Teacher Allocation Grant Application – For Project Grants over \$1,000**

Lafayette Arts & Science Foundation
MINI-GRANT APPLICATION

Grants less than \$1,000
Information and Approval Form

DATE _____ SCHOOL _____

PROJECT APPLICANT(S) _____

PROJECT NAME _____

CURRICULUM FOCUS _____

AMOUNT REQUESTED _____ (Maximum \$1,000)

CONTACT'S e-mail _____ PHONE _____



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e-mail: office@lasf.org

website: www.lasf.org

1. Describe the students who will be served:

- a. Number of children to be served. _____
- b. Age range or grade level (circle which one you choose to specify): _____

2. Describe the project for which funds are being requested. What instructional materials will be required? Include all documentation, i.e. letters of support from previously successful LASF grantees or other grantees within the two districts, copies of articles describing successful use of the materials, web pages, information from manufacturers or other supportive records.

3. How will this project relate to your district curriculum goals (benchmarks and standards)?

4. What type of assessments will you do with your students during and/or after project completion (i.e. story or letter writing, pre-/post testing, game playing, debates, experiments, investigations, student/teacher evaluations)?

If more space is needed, feel free to add additional page.

PROJECT NAME: _____

BUDGET INFORMATION

TOTAL PROJECT BUDGET \$ _____

Below, present a full project budget. Attach photocopies of relevant catalog or web pages.

ITEMIZED PROJECT EXPENSES				
Equipment/ Supplies	Quantity	Cost	Tax (8.25%) + shipping	TOTAL
SUBTRACT OTHER PROJECT REVENUE (Indicate other funding sources for the project)				
TOTAL TAG MINI-GRANT REQUEST				

** Note - Salaries generally will not be funded in TAG Mini-grants.*

APPLICANT'S SIGNATURE _____

ADMINISTRATOR/PRINCIPAL'S SIGNATURE _____

Lafayette Arts & Science Foundation
PROJECT GRANT APPLICATION

Grants greater than \$1,000
Information and Approval Form

DATE _____ SCHOOL _____

PROJECT APPLICANT(S) _____

PROJECT NAME _____

CURRICULUM FOCUS _____

AMOUNT REQUESTED _____ (Over \$1,000)

CONTACT'S e-mail _____ PHONE _____



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1. Describe the students who will be served.

- a. Number of children to be served. _____
- b. Age range or grade level (circle which one you choose to specify): _____

2. Describe the project for which funds are being requested. What instructional materials will be required? Include all documentation, i.e. letters of support from previously successful LASF grantees or other grantees within the two districts, copies of articles describing successful use of the materials, web pages, information from manufacturers or other supportive records.

3. How will you implement this project in the classroom or curriculum? List the steps needed to accomplish this goal.

PROJECT NAME: _____

BUDGET INFORMATION

TOTAL PROJECT BUDGET \$ _____

Below, present a full project budget. Attach photocopies of relevant catalog or web pages.

ITEMIZED PROJECT EXPENSES				
Equipment/ Supplies/ Salaries	Quantity	Cost	Tax (8.25%) + shipping	TOTAL
SUBTRACT OTHER PROJECT REVENUE (Indicate other funding sources for the project)				
TOTAL TAG PROJECT GRANT REQUEST				

APPLICANT'S SIGNATURE _____

ADMINISTRATOR OR PRINCIPAL'S SIGNATURE _____

NOTIFICATION: ALL RECIPEINTS OF GRANTS MUST FILL OUT THE FOLLOWING EVALUATION FORM BY MAY 1, 2009, YOUR SCHOOL REP WILL HELP YOU WITH THIS FORM. PLEASE CONTACT YOUR ON-SITE REP FOR MORE INFORMATION.



LASF Allocations Program Grant Evaluation Form

1. Project number and title: _____
2. School _____ Grade level _____ Year of grant _____
3. Name(s) of grantees _____
4. Please restate the purpose and goal of this grant:
5. Did the project fulfill your goals? If so, how? If not, why? What did it accomplish?
6. Please rank overall success of the grant:

Very successful	Moderately successful	Not successful
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Comments:
7. Would you recommend this grant to other teachers in your school, other teachers at the same grade level in other schools, or for a different grade level? Please list any criteria or challenges they might have in implementing this grant.
8. Would you recommend a change to this project for anyone interested in a similar one? Include teaching materials, timing, presentation, etc.
9. Will you be utilizing this program during the next academic year? Will funding be necessary? What funding sources do you intend to approach?

LASF ALLOCATION COMMITTEE

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